

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

**POSITION: OFFICE MANAGER - Sheriff**

**Posting# 6497-1115jhm**

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

**STARTING SALARY: Step 29, \$17.77 per hour, \$1,422 Bi Weekly**

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** October 28, 2015

**CLOSING DATE:** November 12, 2015

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:** Under general supervision from a Chief Deputy or Under Sheriff, performs supervisory, administrative support and advanced clerical work in managing the day-to-day office operations and clerical personnel of an assigned bureau or function within the Sheriff's Office.

**DUTIES INCLUDE:** Supervises, plans, and coordinates the work of assigned personnel; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; makes staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure; conducts staff meetings. Participates in the preparation of the annual budget; prepares and maintains office accounting records including purchase orders, budget adjustments, payroll, and accounts payable and receivable; determines need for and orders office materials, equipment, and supplies. Reviews clerical and administrative work processes and improves methods used; monitors and updates department policies relating to assigned function; establishes and maintains filing and other systems; handles difficult or confrontational customers and resolves unusual problems; performs all duties of subordinates to ensure efficient operation of the office.

### **Operations**

Supervises records management operations; monitors release of information requested from private and public agencies; ensures all releasing of information complies with Government Records Access Management Act (GRAMA) regulations; coordinates release of information with the County Attorney's Office.

### **Corrections**

Oversees and/or prepares monthly billing for State of Utah felony inmates housed by the County; reviews status of all inmates booked in and out of the facility and prepares reimbursement documents; monitors status of inmates to ensure accuracy of monthly billing statements; participates in Department of Corrections audits.

### **Enforcement**

Oversees clerical personnel assigned to perform case file maintenance; maintain comprehensive and up-to-date incident and property records; assist detectives with criminal research, i.e. Utah Criminal History, NCIC III, out-of-state vehicle registration, driver's license information, NCIC wanted persons, stolen autos, property checks, and background checks.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Considerable Knowledge of:** Office management practices and procedures of the Sheriff's Office, Utah County Rules and Regulations, GRAMA regulations and other laws, codes, or regulations specific to assignment.

**Working Knowledge of:** Proper grammar, spelling, and punctuation.

**Skill in:** Reading, writing, and basic bookkeeping.

Operating standard office equipment.

Word processing, data entry, document composition, and spreadsheet creation.

**Ability to:** Maintain cooperative working relationships with those contacted during the course of work activities. Communicate effectively verbally and in writing.

Effectively motivate and supervise others.

Maintain confidentiality of sensitive records and information.

Create and maintain record keeping, filing systems, and other work processes.

**REQUIREMENTS FOR EMPLOYMENT:** High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience including two years directly related to the duties described above OR an equivalent combination of education and experience. Preference may be given to applicants with lead or supervisory experience. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:** Must possess a valid State of Utah Driver's License. Incumbents assigned to Enforcement or Operations must *obtain* Bureau of Criminal Identification (BCI) certification through the State of Utah during the probationary period for new hires or during the trial period for promoted County employees and maintain certification thereafter. County employees being reassigned or transferred to this classification, and assigned to Enforcement or Operations, must possess BCI certification upon reassignment or transfer.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.